

Troops

Understanding Finances **Money Matters**

Managing finances is a very important aspect of leading a troop—this is especially important during the Girl Scout Cookie Program. It takes money and resources to make your Girl Scout activities possible. This document will review several aspects of money management during the Girl Scout Cookie Program. GSDH imports troop bank information each year, into the Cookie Management system (eBudde), from the most recent <u>Bank Account Confirmation/ACH Authorization Form</u> on file with council.

NOTES:

- Please review all financial standards in the Volunteer Manual—page 19-20.
- Transfer cookies to each girl regularly to keep good records of their rewards and money due.
- Track all exchanges of funds/cookies with a receipt to eliminate questions on cash/check/cookie management.
- Credit card sales are highly encouraged and can be completed using Digital Cookie.
- GSDH will initiate an electronic transfer (ACH) from the troops bank to pay for funds due to council. Dates of these transfers are included in cookie calendars, manuals and other sales materials.
- Make sure adequate funds are available for each ACH. Troops will receive reminder emails.

VERIFY Troop Bank Info:

- 1. Click on "Settings" Tab.
- 2. Review info under "Bank Info".

Important Dates:

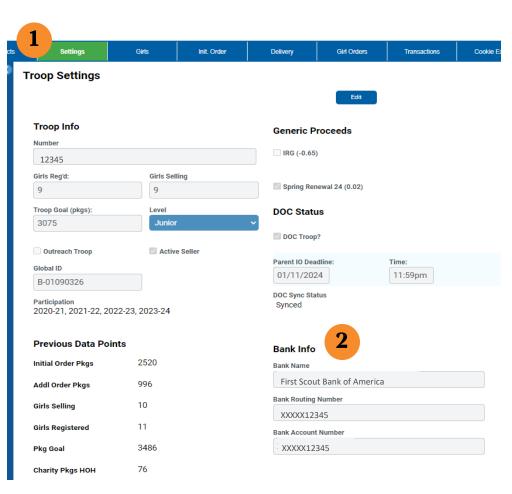
Initial ACH: March 7

Program Ends: March 24

OBF Deadline: April 4

Final ACH: April 18

Collect & deposit all funds due from families one week prior to each ACH date.





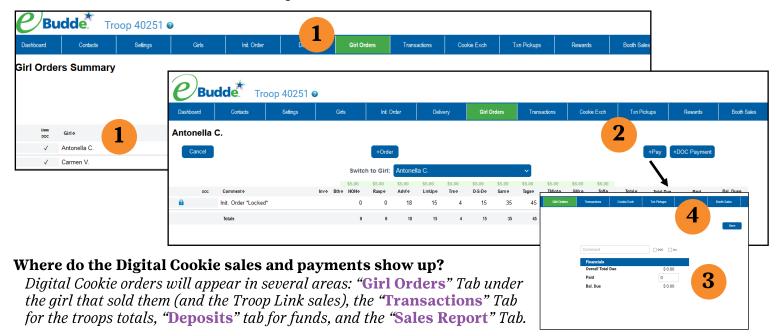
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KEEP TRACK of girls payments:

eBudde makes it easy to keep track of the amount owed to the troop from each girl.

- 1. Click on the "Girl Orders" tab and choose girl's name you wish to view.
- 2. Click on the "+Pay" button.
- 3. Enter the amount paid to the troop. Add a comment! This will help remember details of the payment.
- 4. Click the blue "Save" button on the right.



Where do the Booth sales and payments show up?

Funds from cookies booths will show up in the "Girl Orders" Tab under the girls that participated in the booth. For a 'how to' enter booth sales, see the Just In Time: Booth Recorder located on our website under Cookie Resources.

NOTES:

Digital Cookie and Booth sales funds are credited to the girls/troop automatically in eBudde. Please deposit all other funds collected from girls frequently - This is the best process to avoid NSF checks from customers.

How much will be deducted on the first ACH?

You can calculate this by multiplying the number of boxes in the troop's Initial Order by \$1.50, MINUS any Digital Cookie payments already received by council.

- Find the Initial Order pkgs on the "Init. Order" Tab.
- The amount owed to council can be seen on the "Sales Report" Tab under "Overall".
- If the amount listed is a negative number, your troop does not have an Initial Order ACH due to council.

Example:

Number of pkgs Initial Order	400
_	x \$1.50 (25%)
_	\$600.00
Digital Cookie Payments_	-\$320.00
ACH Amount	\$280.00